



Robert S. Peters
Secretary

COMMONWEALTH OF KENTUCKY
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Paul E. Patton
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April 17, 1996

MEMORANDUM

PERSONNEL MEMO 96-1

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Robert S. Peters *RSP*
Secretary

SUBJECT: Request to Review Agency
Personnel Operating Procedures

The Personnel Cabinet will be conducting a study aimed at developing uniform operating procedures for administration of personnel statutes and regulations. We have received a number of inquiries which suggest that there may be a wide variety of interpretations of statutes and regulations governing state employees and believe that it is necessary to identify the areas in which problems may exist.

Please forward a copy of any internal operating procedures for personnel issues that may be in use in your agency. We will analyze these manuals or memoranda and work with you to develop a uniform set of procedures. We would like to begin our review by May 1, 1996 and ask that any relevant materials that you have be forwarded to Daniel F. Egbers, Managing Attorney for the Cabinet by that time.

If you have any questions, please contact Mr. Egbers at 564-4460.

RSP/DFE:cw